



# MEMORANDUM

## CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304

WATERTOWN, NEW YORK 13601

PHONE: 315-785-7730 – FAX: 315-782-9014

**TO:** Planning Board Members

**FROM:** Kenneth A. Mix, Planning and Community Development Coordinator

**SUBJECT:** Tabled Waiver of Site Plan Approval – 146 Arsenal Street, Suite 11, Carthage S&L

**DATE:** February 27, 2012

**Request:** Waiver of Site Plan Approval for the 427 square foot expansion of a drive through canopy at 146 Arsenal Street, Suite 11, parcel 7-02-102

**Applicant:** Mari L. Cecil, AIA, CSI, Bernier, Carr & Associates (for Carthage Federal Savings & Loan)

**Proposed Use:** Bank

**Property Owner:** GEJ Watertown LLC

---

### Submitted:

---

|                                              |                                                  |
|----------------------------------------------|--------------------------------------------------|
| Property Survey: No                          | Preliminary Architectural Drawings: Yes          |
| Site Plan: Yes                               | Preliminary Site Engineering Plans: Yes          |
| Vehicle and Pedestrian Circulation Plan: Yes | Construction Time Schedule: Yes                  |
| Landscaping and Grading Plan: Yes            | Description of Uses, Hours & Traffic Volume: Yes |

---

|                       |                                            |
|-----------------------|--------------------------------------------|
| SEQRA: Type II Action | County Planning Board Review Required: No* |
|-----------------------|--------------------------------------------|

---

### Zoning Information:

---

|                           |                            |
|---------------------------|----------------------------|
| District: PDD #5          | Maximum Lot Coverage: N/A  |
| Setback Requirements: N/A | Buffer Zone Required: None |

---

**Project Overview:** The applicant plans to rebuild and expand the existing drive through teller canopy on the northeast corner of the multi-tenant commercial building at 146 Arsenal Street. Corollary to this plan, the applicant also wishes to shift the nearby Court Street curb cut approximately 100 feet northwest. The canopy will be cantilevered, and therefore the new support pillars will be located in roughly the same location as the existing ones.

**Parking:** Since the previous meeting, the applicant has submitted updated parking plans. According to their counts, 5 of the existing spaces will be eliminated. As was previously recommended, the area just east of the new canopy will be striped and marked “no parking.” However, no signage is proposed. The applicant must update the plan to depict two “no parking” signs at either end of the striped area.

The applicant has proposed a “exit only” sign at the new curb cut. This sign must additionally be marked “do not enter” on the opposing side.

**Lighting:** The applicant has indicated that the new canopy lighting will be similar to what exists.

**Landscaping:** The applicant has proposed planting a Little Leaf Linden in the area of the abandoned curb cut, and a flowering crab and spirea shrubs in the vicinity of the visual barrier on the proposed curbed apron.

The applicant has indicated that they prefer not to install a landscaped island to the northeast of the new canopy due to concerns regarding snow removal. This is acceptable, given the tight vehicle circulation in the area and the applicant’s other landscaping efforts.

**Drainage and Grading:** The applicant has submitted an updated site plan which includes drainage and grading information. The applicant has complied with all of the requests listed in the previous Report.

**Other Comments:** Since the proposed construction and expansion of the facility involves less than 4,000 square feet of gross floor area and the action does not involve a change in zoning or a use variance and is consistent with local land use controls, the project is considered a Type II Action as defined by SEQR. Type II Actions do not require SEQR review, and the Short Environmental Assessment Form does not need to be completed by the Planning Board for this project.

Any proposed signage (proposed traffic control excepted) for the project will be handled as a separate matter through the Bureau of Code Enforcement.

**Summary:**

1. The applicant shall install “no parking” signs at each end of the striped area just east of the proposed canopy.
2. The applicant shall install a sign at the proposed curb cut which displays “exit only” facing inward and “do not enter” facing the street.

cc: Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II  
Mari Cecil, BC&A, 327 Mullin St, Watertown 13601